



**U.S. DEPARTMENT OF COMMERCE**  
**Bureau of the Census**  
**Recruiting Bulletin**

**OPENING DATE:** August 18, 2009

**Recruiting Bulletin No. LA-RCC-2009-102**  
Regional Census Center Los Angeles, CA

**CLOSING DATE:** August 31, 2009

**POSITION TITLE: ADMINISTRATIVE SPECIALIST – GG-0301-7/9/11/12**

**GG-0301-7/9/11/12**

**Grade and Salary Range:**

GG-07: \$42,352-\$55,058 (steps 01-10) GG-11: \$62,678-\$81,476 (steps 01-10)

GG-09: \$51,805-\$67,346 (steps 01-10) GG-12: \$75,125-\$97,658 (steps 01-10)

**Applicants new to federal service will be appointed to the grade qualified at the step 01 level.**

**FULL PERFORMANCE LEVEL:** GG-301-12

**NUMBER OF VACANCIES:** Few

**DUTY STATION:** Northridge, CA

**EXCEPTED SERVICE APPOINTMENT:** This is a time-limited Excepted Service Appointment with a Not-to-Exceed date of September 25, 2010.

**AREA OF CONSIDERATION:** Open to all U. S. Citizens.

***Payment of relocation expenses IS NOT authorized.***

**DUTIES:** The incumbent of this position works with the Administrative Coordinator at the Regional Census Center (RCC) to ensure timely processing of personnel and payroll documents. Incumbent is responsible for planning, organizing, and carrying out the administrative support functions within the RCC. Incumbent is responsible for establishing and maintaining the filing system for record keeping in the following areas: personnel, payroll, general administration, correspondence, etc. and be able to provide specific guidelines to subordinate personnel in record keeping. Applies knowledge of personnel procedures and regulations for a variety of personnel actions. Directly supervises personnel and/or payroll clerks. Incumbent will also assist in training clerical staff in personnel/payroll procedures, progress reporting and other administrative activities. Implements procedures and periodically reviews subordinate staff members work for auditing payroll and miscellaneous claims for validity, adherence to the rules and regulations, and accuracy. Maintains liaison with regional and Local Census Offices (LCO) staff for technical advice. May be required to travel to LCOs to provide administrative support for enumeration activities on-site throughout the region. Incumbent may be responsible for procurement, credit card, and small purchase actions. Incumbent is responsible for generating, monitoring and reviewing operational cost and corresponding reports. Incumbent conducts analyses and monitoring of operational cost and progress reports and all other budget, staffing, and resource related areas. Incumbent reviews claims for compliance with Department of Labor, Office of Worker's Compensation

Programs regulations and guidelines and OSHA Safety regulations. Incumbent may oversee subordinate staff members, logging, processing, and forwarding claims to the local OWCP claims offices for adjudication.

**QUALIFICATIONS:** Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications listed below.

1. Applicants must be 18 or older to be hired.
2. To be eligible for this position, you must have the specialized experience, education, or a combination as indicated below:

**If you are using education to basically qualify for a position, you MUST submit a copy of your college transcripts or a listing of college courses showing title of the class, grades earned, completion dates, hours earned, the type of hours earned (semester/quarter), and grade point average. Applicants selected for a position will be required to supply original transcripts.**

**GG-0301-07:**

**EXPERIENCE:** Applicant must have one year of specialized experience equivalent to the next lower grade level that provided the knowledge in one or more administrative functions, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting in order to provide support and services to an organization.

**EDUCATION:** Successful completion of a full four year course of study leading to a bachelor's degree in any area with Superior Academic Achievement **or** one full year of graduate education directly related to the position that provided knowledge of two or more administrative support areas, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting in order to provide support and services to an organization.

**GG-0301-09:**

**EXPERIENCE:** Applicant must have one year of specialized experience equivalent to the next lower grade level that provided knowledge of two or more administrative support areas as personnel and payroll, recruitment, testing, and selecting, equal employment opportunity, finance, accounting, procurement, supplies, space, and/or leasing, or contracting, and the ability to provide advice and guidance on administrative matters.

**EDUCATION:** Successful completion of graduate education or graduate course work that is directly related to the position that provided the knowledge of two or more administrative support areas such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, fiancé, accounting, procurement, supplies, space and/or leasing, or contracting, and the ability to provide advice and guidance on administrative matters.

**GG-0301-11:**

**EXPERIENCE:** Applicant must have one year specialized experience equivalent to the next lower grade level that demonstrates the ability to provide administrative support services in two or more areas, such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, space and/or leasing, or contracting, and the ability to provide advice and guidance on administrative matters.

**EDUCATION:** Successful completion of graduate education or graduate course work that is directly related to the position and demonstrates the ability to provide administrative support services in two or more areas such as personnel and payroll, recruitment, testing, and selection, equal employment

opportunity, finance, accounting, procurement, supplies, or contracting, and the ability to provide advice and guidance on administrative matters.

**GG-0301-12:**

**EXPERIENCE:** Applicant must have one year of specialized experience equivalent to the next lower grade level that demonstrates the ability to provide administrative support services in two or more areas such as personnel and payroll, recruitment, testing, and selection, equal employment opportunity, finance, accounting, procurement, supplies, or contracting and the ability to provide advice and guidance on administrative matters, or the ability to manage, assign work, set priorities, prepare schedules, evaluate performance and provide instruction and training.

**EDUCATION:** No substitution for education for experience is permitted.

**EVALUATION CRITERIA:** Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following.**

1. **Experience applying methods and procedures in two or more administrative support areas such as staffing, recruitment, supplies, personnel, payroll, selection, financial management, travel, or procurement.**
2. **Experience providing advice and guidance on administrative matters.**
3. **Experience supervising, assigning work, setting priorities, and providing advice, instructions, and training to subordinate staff.**

**For further information on this vacancy, contact Human Resources at 818-435-6258.**

**HOW TO APPLY:** Each applicant **MUST** submit the following 4 documents:

- (1) Each applicant must submit a completed Application for each grade level applied; using one of the following- Optional Application for Federal Employment (OF-612), **OR** a Resume, listing your work duties (dates and hours worked) and accomplishments relating to the job for which you are applying. **If only one application is received and no grade is stipulated, or if multiple grades are stipulated on one application, you will be considered only for the lowest grade level (GG-07) for your application.**
- (2) An OF-306, Declaration for Federal Employment at [www.opm.gov/forms](http://www.opm.gov/forms).
- (3) Evaluation Criteria Questions (KSA's) Narrative Statement answers.
- (4) Veterans documentation (see below) if applicable.

**Optional Forms (OF) can be found** at [www.opm.gov/forms](http://www.opm.gov/forms). (type form number in search box)

- Recruiting Bulletin number, title, and lowest grade acceptable (if a multi-grade position).
- Full name, mailing address (including email and zip code), day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**).

**- Veteran's Preference –**

- Applicants claiming 10-point veterans' preference **MUST** submit the most recent version of the SF-15 (either Revision dated 8/08 or 12/04), Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point Veterans' Preference.
- Applicants claiming 5-point Veterans' Preference must submit a DD-214 (preferably Member 4 copy) to receive preference.
- For more information on Veterans' Preference, visit OPM website:  
<http://www.opm.gov/veterans/html/vetguide.asp>

- Highest Federal civilian grade held (if applicable)

- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

- To qualify based on education, submit a copy of your college transcript, along with your application.

- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (818) 717-6700.

**APPLICATION DEADLINE:** All applications **MUST** be **received** by 4:30 p.m. (Pacific Time) on the closing date of the recruiting bulletin. Applications **received** after this due date will not be considered.

**Application packages submitted by Fax or E-mail will not be accepted. There are no online submission options.**

**SUBMIT ALL APPLICATIONS** to the address listed below:

**Bureau of the Census  
Los Angeles Regional Census Center  
Attention: Human Resources**

**9301 Corbin Ave. Suite 1000  
Northridge, CA**

**CONDITIONS OF EMPLOYMENT:**

-This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate workloads.

- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.

- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined and jailed.

- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AND AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.